



BES Meeting Request Questionnaire

This form is to be completed and e-mailed to:
BESVendorComm@us.af.mil

Include any read-ahead slides and/or background information in your email

1. Provide Company's POC information for scheduling meeting:
(Full Name/Phone Number/Email Address)

NAME:

PHONE:

EMAIL:

2. What is the Company's Name/Web Address?

3. Are you a large or small company?

4. Do you fit into either of the social economics categories? (Please specify)

5. Provide a list of attendees, include titles:

6. What is the date/time requested for the meeting? Alternate date/time?

Option 1:

Option 2:

DATE: _____ TIME: _____

DATE: _____ TIME: _____

Comments:



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7. Does the company currently hold a contract with BES? (Please specify)

8. If yes to #7 – what division/program(s) do you support?

9. What is the topic of your discussion?

10. What is your expectation of meeting with BES personnel?